



## Legislation Text

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**TO: CRA Board of Commissioners**  
**FROM: Lori Hayward, Finance and Operations Director**  
**THROUGH: Jeff Costello, CRA Executive Director**  
**DATE: September 11, 2018**

### **INTERLOCAL AGREEMENT BETWEEN THE CITY AND CRA FOR A HOUSING PROPERTY COORDINATOR POSITION**

#### **Recommended Action:**

Approve the Interlocal Agreement between the City and CRA to fund 50% of the actual amount expended for a Housing Property Coordinator position up to \$34,500, subject to approval of the City and CRA budgets for Fiscal Year 2018-19.

#### **Background:**

At the CRA Board Workshop meeting, the Board reviewed the proposed FY 2018-19 CRA Budget, which included a request from the City for the CRA to fund 50% of the actual amount expended for a Housing Property Coordinator position, up to \$34,500, in the Neighborhood Services Division of the Community Improvement Department.

The City is seeking partial funding from the CRA for the position, as it entails spending 50% of their time on tasks within the CRA boundaries and working on various CRA/City-related affordable housing initiatives such as the review all income eligibility applications from the Delray Beach Community Land Trust (DBCLT) who participate in the first-time homebuyer program as well as Curb Appeal and housing rehabilitation programs. The Housing Property Coordinator is responsible for the following:

- Assisting with the preparation of Federal, State and Local reports including grantee performance reports for programs administered by the Division;
- Assisting with Preparation of Annual and Local Housing Assistance Plan;
- Tracking the revenue and expenditures under federal, state and local programs pursuant to the approved annual plans and applicable regulations governing program funds, policies and procedures established by the City;
- Monitoring and reviewing Workforce Housing Trust funds ensuring compliance with City's ordinance;
- Assisting developer /property management in maintaining continued compliance;
- Responding to customer/property management requests for information on available housing assistance programs; and
- Conducting and advising potential homebuyers on mortgage pre-qualification, credit report and other requirements necessary to qualify for homeownership or rehabilitation assistance.

The attached Interlocal Agreement provides funding for the position based on the actual cost in an amount not to exceed \$34,500, for one year up to and including September 30, 2019. However, the Agreement may be renewed automatically each year, provided that funding for the position is set forth in the City and CRA budgets, and those budgets are approved. The funds will be disbursed quarterly after receipt of the quarterly

reports outlining monthly activities and documentation of actual expenditures of payroll & benefits.

Attachment(s): Exhibit A - ILA for the Housing Property Coordinator 2018-2019; Exhibit B - Funding Request and Job Description

**CRA Attorney Review:**

The CRA Attorney has reviewed the Funding Agreement to form and determined it to be acceptable.

**Finance Review:**

N/A

**Funding Source/Financial Impact:**

\$34,500 allocated from General Ledger #7342 - Housing Property Coordinator, pursuant to the proposed FY 2018-2019 CRA Budget.

**Timing of Request:**

N/A